



## Electrician

An opportunity is available to work as an Electrician within the Facilities section at the U.S. Embassy, Canberra.

Salary Range: A\$57,421 - \$66,033 p.a. + superannuation benefits  
Hours: 40hrs/week, Monday to Friday.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school (Year 10) with completion of technical school training (apprenticeship) in the Electrical Trade is required.
2. Minimum three years (post trade) prior experience as a licensed Electrician is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Thorough knowledge of all electrical codes and regulations, knowledge of best OH&S practices and maintenance procedures for electrical equipment is required.
5. A current Australian Electrical License and a current unrestricted driver's license are required.
6. Basic computer skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **FEBRUARY 24, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE: ELECTRICIAN</b>	<b>POSITION GRADE LE- 6 (SALARY RANGE A\$57,421 - \$66,033)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Responsible for all electrical maintenance to the 52 Government Owned residential properties, the separate structures erected on the grounds, the Embassy, warehouse and the leased Public Affairs Offices. This includes all routine, scheduled, preventive and emergency maintenance operations. Is directly supervised by the Maintenance Foreman. As directed by the Facility Manager (FM) and Maintenance Supervisor, may also undertake limited maintenance operations in Short Term Lease (STL) properties. Responds to maintenance requirements identified through the work order system, regular inspections and phone calls.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

### **Major Duties and Responsibilities**

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|---|-----|
| 1. Performance of electrical maintenance operations       | 80% |
| 2. Performance of Fire Protection/Carbon Monoxide Program | 10% |
| 3. Performance of other duties as directed                | 10% |

#### **1. Performance of electrical operations**

The major function of this position is to perform all maintenance operations to the electrical lighting and power supply as outlined above. This includes all security lighting maintenance and on occasion the complete installation of new/upgraded security lighting. Performs all technical aspects of the position with a significant level of independence. Reports to the Maintenance Foreman on the condition of GOP lighting, fixtures and power supply. Makes recommendations as required for the periodic replacement of such equipment with particular emphasis on the use of energy saving lighting fixtures where possible. Updates the maintenance records of all electrical switchboards on the compound buildings and GOP, recording locations and number of circuits of equipment onto the maintenance database. Completes in a timely fashion all maintenance work from other agencies and tenants as to the scheduling of work. Schedules the replacement of electrical equipment to be undertaken during a period of vacancy between occupants. Provides technical guidance, advice and recommendations to the Maintenance Foreman, Supervisor and Facility Manager on electrical projects. Provides reports to the Maintenance Foreman and Supervisor, and the POSHO (Post Occupational Safety and Health Officer) on any electrical mishaps or breaches of electrical safety performed by others or that may be identified during routine inspections. On occasion will recommend contracted labor and assists in the development of detailed scopes of work for any major repairs or electrical installations. Performs inspections on such contracted work to assure that the work performed is of the highest professional standard and that it complies with

the SOW. Reviews with the Maintenance Foreman all requirements for the replacement of tools and equipment and supplies for stock. Works with the Contracting and Procurement section on the frequent use of Purchase Orders and Blanket Purchase Agreements already set up with local contractors and suppliers. Reports all mishaps and OH&S issues in a prompt manner to the Maintenance Foreman for action. Is available for after hours call outs for urgent repairs.

## 2. Performance of Fire Protection/Carbon Monoxide Program

Responsible for the maintenance of the residential Fire Protection/Carbon Monoxide Program at post. All residential properties will have fire extinguishers, smoke detectors and carbon monoxide detectors installed as per POSHO and SHEM (Safety Health and Environmental Management) requirements. This includes the annual maintenance of fire extinguishers, smoke detectors and carbon monoxide detectors. All GOP will be maintained during the Annual Inspection Survey and STL properties will be maintained in accordance with the Preventive Maintenance Program. All new STL properties will have smoke detectors, fire extinguishers, and carbon monoxide detectors installed prior to the occupancy of the property. Records of all extinguishers, smoke detectors and carbon monoxide detectors will be updated on the property database.

## 3. Performance of other duties as directed

As directed by the Maintenance Foreman, Facility Manager and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the facilities workshops, assist other agencies as required, assist in the preparations for special events or functions in non trade related tasks.

## 4. Petty Cash

On occasion handles petty cash for the purchase of materials and equipment needed to perform maintenance work.

## **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required with completion of technical school training (apprenticeship) in the Electrical Trade is required.

2. Minimum three years (post trade) prior experience as a licensed Electrician is required.

3. Level 4 (Fluent) written and spoken English is required. This will be tested.

4. Thorough knowledge of all electrical codes and regulations, knowledge of best OH&S practices and maintenance procedures for electrical equipment is required.

5. A current Australian Electrical License and a current unrestricted driver's license are required.

6. Basic computer skills are required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS C.O.B FEBRUARY 24, 2012**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References